

## 1710 – ORGANIZATIONAL DEVELOPMENT & TRAINING SPECIALIST

### DRAFT

### NATURE OF WORK

This is an advanced professional classification. An employee in this classification is responsible for the development, *instruction*, administration, employee counseling, management, research, planning, implementing, monitoring, evaluating varied training programs. Responsibilities include consulting with department heads and supervisors to determine their training needs and priorities. Incumbent evaluates on-going programs and recommends additional training. Incumbent performs needs assessments, planning development of new programs, revision of existing programs, and maintaining contacts with educational resources, as well as private sector training agencies. Emphasis of the work is on the coordination of training programs which meet departmental and City-wide needs. Supervision is received from the *Organizational Development and Training Coordinator* who reviews program activities for timely progress and quality of results in meeting management's goals and objectives for training.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Designs new training and development programs and materials.
- *Instructs* employees and managerial staff in a variety of Training programs.
- *Assists in the coordination of* special employee events and charity drives.
- Advises and counsels employees on career planning.
- Consults with managers and supervisors on training and developmental needs.
- *Maintains* training records.
- Maintains the training library and audio-visual equipment.
- Reviews and approves interview questions for use by managers and supervisors.
- Plans new training courses or revisions to existing courses; researches and compiles training materials including course outlines, lesson plans and training aids for use in specific training programs.
- Serves as liaison with consulting firms, college, universities, and other instructional organizations.
- Keeps informed on current bibliographies and other published information in various training fields.
- *Assists in the administration of* the City's Tuition Assistance Program.
- Performs related tasks as required.

## **1710 – ORGANIZATIONAL DEVELOPMENT & TRAINING SPECIALIST**

### **DRAFT**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of general adult educational theories and principles.
- Knowledge of current techniques, methods, and practices in adult education.
- Knowledge of local educational resources and college curricula.
- Knowledge of the planning, implementation, *and instruction* of City-wide training programs.
- Knowledge of the content and scheduling of centralized training programs.
- Knowledge of supervisory principles, techniques, and procedures.
- Knowledge of the City's departmental organization and operations.
- Knowledge of City personnel rules, regulations, and procedures.
- Ability to exercise good judgment and professional knowledge of training programs and techniques.
- Ability to conduct effective seminars and discussion sessions.
- Ability to evaluate training accomplishments and recommend alternatives.
- Ability to give comprehensive advice to employees and supervisors concerning educational requirements, training for career progression, job performance improvement, and fulfillment of departmental training needs.
- Ability to maintain effective working relationships with management, employees, and City officials.
- Ability to prepare complete and comprehensive narrative and statistical training reports.
- Ability to communicate clearly, concisely, and persuasively, both verbally and in writing.

### **MINIMUM REQUIREMENTS**

*Three (3) years in organizational development and training; graduation from an accredited college or university with a Bachelor's degree with major course work in education, personnel administration or a related field; or an equivalent *three (3)* year's combination of education and experience. Experience may substitute for education on a year-for-year basis.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **1710 – ORGANIZATIONAL DEVELOPMENT & TRAINING SPECIALIST**

### **DRAFT**

### **SUPERVISION RECEIVED**

Supervision is received from the Human resources Director, who reviews program activities for timely progress and quality of results in meeting management's goals and objectives for training.

### **SUPERVISION EXERCISED**

Directs subordinate employees in carrying out functions of the employee relations and training sections.

Dev. 08/02